

CITY OF MCMINNVILLE
MINUTES OF THE DINNER MEETING of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon
January 13, 2015 at 6:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Scott Hill	Alan Ruden
	Kevin Jeffries	Larry Yoder
		Kellie Menke

Also present were City Manager Martha Meeker, City Attorney Candace A. Haines, Community Development Director Mike Bisset, Planning Director Doug Montgomery, Finance Director Marcia Baragary, Councilor-Elect Remy Drabkin, and a member of the news media, Don Iler of the *News Register*.

DINNER

CALL TO ORDER: Mayor Olson called the Dinner Meeting to order at 6:30 p.m. and welcomed all in attendance. He noted that this was recently appointed City Manager Meeker's first Council meeting. Mayor Olson briefly reviewed the agenda.

APPOINTMENT OF POLICE CHIEF: City Manager Meeker pointed out that the City Council and former City Manager had allowed Interim Police Chief Scales to continue as interim Police Chief until the new City Manager was in her new position. She advised that in her opinion, Interim Chief Scales had done an exemplary job and had been serving in the interim position for six full months. She noted that it appeared that the Council had four options - 1) appoint Interim Chief Scales to Police Chief; 2) hold an internal recruitment; 3) open a recruitment to invite external applicants; or, 4) interview Mr. Scales and make a determination following the interview. Ms. Meeker advised that Interim Chief Scales had taken the Department through several major issues, including the recent stabbing/shooting event that occurred near Linfield College and she has heard nothing but very positive comments about his conduct and the conduct of the Department.

Extensive discussion followed. Each of the Councilors supported Mr. Scales, but also felt that they should have an opportunity to sit down as a group and visit with him. The Council asked whether such a discussion could occur in an Executive Session. City Attorney Haines advised that an interview with a prospective Chief of Police did not fall under the Executive Session requirements, but that they could certainly meet with Mr. Scales in an open meeting setting.

It was determined that the Council would ask staff to set a meeting time for them to meet with Interim Chief Scales.

ADJOURNMENT: Mayor Olson adjourned the Dinner Meeting at 7:02 p.m.

Rose A. Lorenzen, Recording Secretary

CITY OF McMINNVILLE
MINUTES OF REGULAR MEETING of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, January 13, 2015 at 7:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors: Present Excused Absence

Remy Drabkin	Scott Hill	Kellie Menke
Kevin Jeffries	Paul May	
Alan Ruden	Larry Yoder	

Also present were City Manager Martha Meeker, City Attorney Candace A. Haines, Community Development Director Mike Bisset, Planning Director Doug Montgomery, Interim Police Chief Matt Scales, Finance Director Marcia Baragary, and a member of the news media, Don Iler of the *News Register*.

AGENDA ITEM

CALL TO ORDER: Mayor Olson called the meeting to order at 7:09 p.m. and welcomed all in attendance. He noted that the evening marked new City Manager Meeker's first meeting as McMinnville's new City Manager.

PLEDGE OF ALLEGIANCE: Councilor May led in the recitation of the Pledge of Allegiance.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Olson asked for comments from the audience regarding items not on the evening's agenda.

Mark Davis, 652 SE Washington Street, welcomed new City Manager Martha Meeker and City Councilor Remy Drabkin. Mr. Davis noted that his comments for this evening's meeting centered on the homeless issue and the tents located at the McMinnville Cooperative Ministry. He commended the City's flexibility regarding the matter, and noted that the issue needed the community's attention. He advised that homelessness is not a simple issue and that it would really take the involvement of many different members of the community to make a difference. The solutions are complex,

and he was a firm believer in housing first - housing for people, then work on the social needs of the individuals. He advised that there are several positive things happening in and around the community and suggested that perhaps Howie Harkema could discuss his group's ideas.

Mayor Olson assured Mr. Davis that this topic would be discussed at the Council's upcoming Goals and Objectives meetings.

Howie Harkema, 214 NW 15th Street, advised that he had been a homeless advocate since 2007 when he began serving with the St. Barnabus Soup Kitchen. He noted that he would like to find solutions to the homeless issue and invited the Council to a round-table discussion that was scheduled for an upcoming meeting at the McMinnville Library in the Carnegie Room. He advised that he had been working on a "homeless center" (Community Outreach of McMinnville) which would be an all inclusive, collaborative, community-oriented center that would provide vocational training, and would also include education training designed to help people pass their GED test. People would be able to sleep at the center, but they could not "flop" - they would have to work at the center doing janitorial or other duties that needed attention. He advised that he has also invited all area churches to have a satellite office at this location. He advised that he would send out a meeting reminder to the Council.

Mayor Olson thanked Mr. Harkema for his comments and commended him on his goals for the homeless.

Michael Wilson, 715 SW Baker Street (office) and 21202 NW High Heaven Road (residence) spoke to the City Council regarding the City's Transportation System Development Charges (SDCs). He advised that he had met with staff in mid-2013 to discuss construction of a new veterinary clinic next to his current clinic on SW Baker Street. He advised that when he finally received his loan for construction, which was a fairly lengthy process, he discovered that the fees had risen dramatically, up approximately \$32,000. He advised that he did not know when the new fees had gone into effect, but he believed that any projects that were under consideration prior to enactment of the new fee schedule should have been fallen under the old fees.

Community Development Director Bisset stated that Mr. Wilson had been in the office and had met with staff quite some time before the SDC matter had come before the City Council. He advised that no permits had been pulled for the project and staff had no way of knowing whether Mr. Wilson was moving forward with his construction plans. Mr. Bisset advised that the process had included numerous notifications to the building community and also several public meetings. These occurred several months in advance of implementing the SDC changes. He reminded the City Council that when the new SDC ordinance was adopted, they

allowed several months for folks to get their applications in under the old fee schedule.

Councilor Hill agreed and remembered the lengthy discussions that occurred. He explained that the City was behind in keeping streets and utilities maintained.

Mr. Wilson responded that he did not believe that it had been a fair process and he was not notified.

Additional discussion occurred, following which Mayor Olson promised that the City Council would give this matter more discussion.

OATH OF OFFICE: City Attorney Haines first administered the Oath of Office to newly-elected City Councilor Remy Drabkin. Following her oath, Ms. Drabkin took her place at the dais.

The Oath of Office was then administered to returning Councilors Ruden and Jeffries, both of whom were beginning their second full term as City Councilor.

ELECTION OF COUNCIL PRESIDENT: Mayor Olson explained that each January of odd-numbered years, a new Council President is elected. The individual elected is a senior Councilor who has not served as Council President in the past.

Councilor Hill MOVED to appoint Councilor Jeffries as Council President; SECONDED by Councilor Ruden. Motion PASSED unanimously.

CONSIDER MINUTES: Councilor Yoder MOVED to approve the minutes of the November 18, 2014 Dinner and Regular City Council meetings; SECONDED by Councilor Jeffries. Motion was approved unanimously.

1

NEW BUSINESS

1 a

APPOINTMENT OF POLICE CHIEF: Mayor Olson advised that the Council had discussed the appointment of Police Chief at its Dinner Meeting and asked Councilor Yoder to recap that discussion.

Councilor Yoder stated that the entire Council felt as though the interim appointment of Matt Scales as Police Chief had gone on far too long, yet they had been anxious to have the new City Manager's input into the process. The Council has been very pleased with the job Interim Chief Scales has done and they would like to get to know him better. He advised that all were looking forward to a longer term relationship.

Each of the Councilors affirmed Councilor Yoder's remarks and advised that they were all looking forward to learning more about Interim Chief Scales.

Mayor Olson asked City Manager Meeker to schedule a meeting as quickly as possible so that the Council could take action at its second meeting in January.

Interim Chief Scales thanked the Mayor and Council for the opportunity to discuss his philosophy and passion regarding the Police Department and stated that he looked forward to meeting with them.

2

ORDINANCES

2 a

AMENDING THE DEVELOPMENT PLAN FOR THE ASPIRE SUBDIVISION TO ALLOW RESIDENTIAL USE IN AN AREA CURRENTLY PLANNED FOR COMMUNITY OPEN SPACE: Planning Director Montgomery recalled that in October 2014 the Planning Department received an application from Habitat for Humanity to amend the development plan for its Aspire subdivision. He advised that the Planning Commission heard the matter at its November 20, 2014 Planning Commission meeting. Following the public hearing, the Planning Commission voted to recommend approval of the application to the City Council. He reminded the City Council that although the original application had been a very contentious matter, the amendment to the original application had garnered positive public testimony from one of those originally opposed to the subdivision.

Following a brief discussion by the City Council, Mayor Olson asked City Attorney Haines to read the ordinance by title only.

City Attorney Haines read by title only Ordinance No. 4986 amending the development plan for the Aspire subdivision to allow residential use in an area currently planned for community open space. (No Councilor present requested that the ordinance be read in full.) The title of the ordinance was read for the second time.

Ordinance No. 4986 PASSED by a unanimous roll-call vote.

II B

AMENDING CHAPTER 13 OF THE McMinnville MUNICIPAL CODE AND ORDINANCE NUMBERS 4508-A, 4510, 4511, 4622, 4653, 4761, AND 4852 RELATING TO THE OPERATIONS AND FINANCING OF THE SANITARY SEWER SYSTEM: Community Development Director Bisset referred the Council to the materials located in their information packets. He explained that it had been a lengthy journey to update the Municipal Code as it related to the City's pretreatment functions. He explained that the code changes are necessary to incorporate federally mandated changes to the City's pretreatment program. He advised that following the City's public hearing in December, the Environmental Protection Agency had a 30-day window of opportunity to comment on the process; however, no comments were received.

Mr. Bisset recognized Pretreatment Coordinator Corissa Holmes for her leadership that brought this very lengthy

process to a positive end. He also recognized Wastewater Services Division Manager Dave Gehring who mentored Ms. Holmes throughout the process.

Each of the City Councilors and Mayor Olson expressed their appreciation to the Wastewater Services staff for working through a rather difficult process.

City Attorney Haines read Ordinance No. 4987 amending Chapter 13 of the McMinnville Municipal Code and Ordinance Numbers 4508-A, 4510, 4511, 4622, 4653, 4761, and 4852 relating to the operations and financing of the sanitary sewer system. (No Councilor present requested that the ordinance be read in full.) The title of the ordinance was read for the second time. Ordinance No. 4987 PASSED by a unanimous roll-call vote.

3 RESOLUTIONS

- 3 a DESIGNATING THE CITY MANAGER OF THE CITY OF McMINNVILLE TO SERVE AS BUDGET OFFICER: Finance Director Baragary advised that the proposed resolution was a housekeeping item and is required by the State of Oregon's Local Budget Law.

Councilor Hill MOVED to adopt Resolution No. 2015-1 designating the City Manager of the City of McMinnville to serve as budget officer; SECONDED by Councilor Yoder. Motion PASSED unanimously.

- 3 b MAKING CERTAIN BUDGETARY TRANSFERS FOR FISCAL YEAR 2014-2015: Finance Director Baragary stated that unanticipated events occurred during the current fiscal year that had not been planned. Recently, major issues with the heating, ventilation, air condition (HVAC) system in the City-owned Chamber of Commerce building occurred. Following investigation into the matter, it was determined that the best use of funds was to purchase a new HVAC unit. Additionally, a significant water leak was discovered in the shower rooms at the Community Center. Due to the age of the facility, damage occurred to the shower pan in the floor of the men's shower room and to the grout and caulking in the men's and women's shower rooms. It was important to address the issue immediately and the repair has been completed.

A short, general discussion regarding required maintenance at the Community Center ensued. Following discussion, Councilor Ruden MOVED to adopt Resolution No. 2015-2 making certain budgetary transfers for fiscal year 2014 - 2015; SECONDED by Councilor Jeffries. Motion PASSED unanimously.

4 ADVICE / INFORMATION ITEMS

ADD ITEM: Mayor Olson advised that he would be reviewing City Councilor assignments to committees and that if any were interested in any particular committee or board, please let him know.

ADJOURNMENT: Mayor Olson adjourned the meeting at 8:39
p.m.

Rose A. Lorenzen, Recording Secretary